

Demographic Amendments (Resubmits)

Access IFDRS

1. Perform a Search to access the record that you will be amending.
2. From List of Records, select **View** for the record you want to amend. This will take you into the demographic section of the record.
3. Select Record Actions Tab from the right side of the screen. This will open up the available actions tabs you can process for this record.
4. Select Demographic Resubmit
5. Enter your assigned PIN# to certify that the information is complete and accurate to the best of your knowledge,
6. Select OK. The system will:
 - Return you to the demographic page of the record you just verified.
 - A system generated e-mail will be sent to your indicating that a record has been verified. There is no action required, this is a security measure. An email will also be generated to the Local Health Department for their notification.
 - The Record Status will change and reflect the completion of the Verification process.

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### Work Queues

Work queues or workflow provide you with a list of records that require action. You can access your workflow in 2 ways.

- When you first login to the IFDRS you are presented with the Home Page. The Home Page displays records that are active and notifications that are within 30 days. Workflow is listed in 3 separate tabs: Less than 48 Hours Cremation, General, Other Locations.
- **Queues Tab** provides you access to the General Queue as well as Notification. You can search for certain records using a search function. Access to records by the Queues Tab allows you to see records that are more than 30 days old or have been completed.

## IFDRS: Indiana Fetal Death Registry System

### Quick Start Guide

### Funeral Directors ~ and Staff



### System Requirements:

Prior to making any attempts to access the Indiana Fetal Death Registry System, please verify that your computer meets the following requirements.

1. Live Internet Connection
2. Widely used standard web browser (preferably Internet Explorer 6.0 or higher)
3. Acrobat Reader
4. Also, it is recommended, (but not required) that your PC should have a minimum of 2GB of memory.

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Login and Password:

A login and password is required to access the Indiana Fetal Death Registry System. This must be obtained in advance by contacting ISDH.

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### Permissions:

Permissions are controlled by your login. If you feel that you do not have permissions to perform a needed function, please contact the System Administrator. Based on your permissions you will be able to perform some or all of these functions; Add new records, Search for existing records, Process items that are in your work queues, Verification of Fetal Death, Demographic Amendment (Resubmits, Relinquish Records, Generate Reports, Perform Funeral Home Extracts

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Tips :

- What you see in IFDRS depends on the permissions granted to your user ID, so you may not see the same things as another user.
- The system allows you to tab from field to field outlining the field you are on.
- You can navigate between pages by selecting the tab of the page you would like to go to, or by selecting the directional red arrows at the bottom right of the page.
- You can move between pages without saving data on each page. However, please note, if you get logged out by system inactivity or loss of connection, any data not saved will be lost.

Adding a New Record

Use these steps to add a new record to the IFDRS. This function will search for duplicate records and for a non-duplicate record; the record will be added and assigned an Electronic Fetal Death Record Number.

Once the record is added, the system will take you to the Demographic Section. The new record will be available in the work queues and will be in pending status. At this time you can navigate to other areas of the system such as the Home page.

1. Access IFDRS
2. Click the Add New Record under the Functions tab.
3. Enter General Information
 - A. Enter Fetus Name Information
 - B. Enter Mother Name Information
 - C. Enter Fetus Information
 - D. Date of Delivery (required field)

4. Search:

If possible duplicate record is found; a duplicate screen will appear with a list of the possible duplicate. You can:

- A. Retrieve the record
- B. Go back to Change:
- C. Cancel

If no duplicate the Add New button is highlighted.

5. Add New: This function adds the record, assigns the EFDR #, and takes you to the Record Demographic page.

Demographic Data – Adding/Updating

The Record Status Bar above the Demographic and Medical tabs: This is a visual status bar that tracks each process through to completion.



The Demographic section is divided into 8 different pages. Complete each section and resolve Edit/Audits before record can be Verified.

- Fetus
- Place of Delivery
- Mother
- Mothers Address

- Mothers Origin
- Father
- Funeral Home
- Medical Certifier

Verifications

Records that are ready for verification can be viewed from the General Tab of workflow.



The workflow screen will show how many records (if any) are ready to be released. To view these records click on the arrow with your mouse the records will be displayed.

1. From the Home Page and General Tab, click the arrow next to Ready to be Verified.
2. From List of Records, select the record you want to release. Please note, records that are overdue are indicated with the Overdue Icon. This will take you into the demographic section of the record.

You will notice that the Status Bar will have Green Lights through Certified.



1. Select Record Actions Tab from the right side of the screen.
2. Select Verify
3. Enter your assigned PIN # and select OK or cancel.
4. Record status will change to Verified and you will receive an e-mail confirmation that you have verified a record.

Release Record

After the Demographic Data has been resolved, the record has to be Released from the Funeral Director so the Record can be Certified by the Medical Certifier. Once the record has been Certified, it will return to the Funeral Directors Workflow under Ready for Verification.

To release a record access the Record Action Tab on the right of the page, select Release, and answer confirmation prompt. You will receive a confirmation e-mail that you have released a record.